

**GRAND FORKS COUNTY
POLICY MANUAL**

POLICY NO. 104-11

Eff. 2/21/12

LEAVE OF ABSENCE WITHOUT PAY

Page 1 of 1

A leave of absence without pay may be granted by the Department Manager for periods not to exceed 30 calendar days. Leave without pay exceeding 30 calendar days not to exceed one year needs to be approved by the County Commission. This policy does not apply to military-related or any other absences that are defined by law. Employees who have three unexcused consecutive absences will be considered as resigned from Grand Forks County.

Approved leave without pay will affect benefit dates for leave extending beyond one calendar month. The payroll clerk will notify the employee if benefit dates change.